

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF MONTEREY**

PLAINTIFF'S STATEMENT WORKSHEET
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THIS IS A WORKSHEET FOR YOUR USE - DO NOT TURN IN WITH PAPERWORK

How to Designate parties in a Small Claims Action

INDIVIDUAL - "John L. Doe"

The individual named as the plaintiff must sign the claim

HUSBAND AND WIFE - "James A. Smith and Mary Smith"

If plaintiffs, either husband or wife may sign the claim

MINOR REPRESENTED BY GUARDIAN AD LITEM -

"John Doe, a minor by James Doe, his guardian ad litem"

*If plaintiff, Guardian must sign claim**

*Petition and Order granting Guardian Ad Litem must be filed

A company name by itself does not completely identify a party, and an incomplete or incorrect designation of a party may result in problems in collecting or otherwise enforcing your small claims judgment. The following information should help you.

INDIVIDUAL DOING BUSINESS UNDER A FICTITIOUS FIRM NAME -

[Name of company owner] doing business as [Name of company]

Example: "Ellen Jones DBA Ellen's Fashions"

If plaintiff, owner must sign claim

COPARTNERSHIP - [Name of company], A CORPORATION COMPOSED OF [Name of partners], AND EACH PARTNER INDIVIDUALLY

Example: "Contemporary Furniture CO., A Copartnership composed of James Arden and Ellen Jones, and each partner individually"

If plaintiffs, one of the partners must sign claim

CORPORATION - a. [Name of corporation], A CALIFORNIA CORPORATION

Example: "Contemporary Furniture Co., A CALIFORNIA CORPORATION"

Or

[Name of corporation], INC.

Example: "Contemporary Furniture Co., INC."

b. If a corporation owns a division or subsidiary, designate it as follows:

[Name of corporation], INC., DOING BUSINESS AS [Name of division or subsidiary]

Example: "United Automotive, INC., DBA Southwest Auto Sales, CO."

If plaintiff, Officer of corporation, member of board of directors, or other authorized person must sign claim

UNINCORPORATED ASSOCIATION -

[Name of association], by [Name of association officer], as [Officer's title]

Example: "M.N. Society, by John Doe, as president

If plaintiff, officer representing association must sign claim

PLAINTIFF/DEMANDANTE:

State your name and residence address, and the name and address of any other person joining with you in this action. If this claim arises from a business transaction, give the name and address of your business.

- a. Name _____
Address _____ Phone No. _____
- b. Name _____
Address _____ Phone No. _____

DEFENDANT/DEMANDADO:

State the name and address of each person or business firm you are suing. If this claim arises from an automobile accident, you must give the name and address of both the driver and registered owner.

- a. Name _____
Address _____ Phone No. _____
- b. Name _____
Address _____ Phone No. _____
- c. Name _____
Address _____ Phone No. _____
1. a. ☐ Defendant(s) owes me the sum of: \$ _____, not including court costs, because: *(describe claim and date)*:
- b. ☐ I have had an arbitration of an attorney-client fee dispute. *(Attach Attorney-Client Fee Dispute form - SC-101)*
2. ☐ this claim is against a government agency, and I filed a claim with the agency. My claim was denied by the agency, or the agency did not act on my claim before the legal deadline. *(See form SC-150)*
3. a. ☐ I have asked defendant to pay this money, but it has not been paid.
b. ☐ I have NOT asked defendant to pay this money because *(explain)*:
4. This Court is the proper court for the hearing because: ☐ *(In the box at the left, insert one of the letters from the list called "Venue Table" on the back of this sheet. If you select D, E, or F, specify additional facts in this space):*
5. I ☐ **have/** ☐ **have not** filed more than one other small claims action anywhere in California during this calendar year in which the amount demanded is more than \$2,500.
6. I ☐ **have/** ☐ **have not** filed more than 12 small claims, including this claim, during the previous 12 months.

Use this worksheet to complete the original claims packet. The packet must be typed.

Make sure you read all instructions and statements on all the forms before completing, dating and signing the original claim form.